

General Services Administration
Federal Acquisition Service

Authorized Federal Supply Schedule Price List

Professional Services Schedule



ELY, Inc. is a woman-owned, small business that provides a full-range of high quality museum services to museums, historic homes, government agencies, and private clients nationwide. We specialize in Collections Relocations, Mountmaking, Crating, Traveling Exhibition Services, Museum Quality Storage, and Art and Artifact Handling.

CONTRACT NUMBER: GS-07F-0153Y

CONTRACT PERIOD: December 19, 2011 to December 18, 2016

CONTRACTOR: Kelsa Coker
Ely, Inc.
4110 Forestville Road
Forestville, MD 20747-4731
Phone: 301-669-9100
Fax: 301-669-9104
Email: kelsa@elyinc.com
Web Address: www.elyinc.com

BUSINESS SIZE: Small, Women-Owned

Online access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.gsa.gov.

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Numbers (SINs)

SIN	Description
541-4C	Exhibit Design and Implementation Services
541-4CRC	Exhibit Design and Implementation Services
541-1000	Other Direct Costs
541-1000RC	Other Direct Costs

1b. Lowest Priced Model Number and Price for each SIN: (Government net price based on a unit of one)

SIN	Model	Price
N/A	N/A	N/A

1c. HOURLY RATES (SERVICES ONLY)

Labor Category	Rate	UNIT OF ISSUE
Project Manager	\$ 96.73	Hourly
Art Technician	\$ 87.05	Hourly
Mount Maker (design and fabrication)	\$ 87.05	Hourly
Crating (Design and Fabrication)	\$ 82.22	Hourly
Packing (Design and Fabrication)	\$ 82.22	Hourly
Collection Management	\$ 87.05	Hourly
Logistics and Planning Administration	\$ 87.05	Hourly
Design Services	\$ 96.73	Hourly
Warehouse Labor	\$ 72.54	Hourly
ODC's		
Storage-Climate	\$ 3.14	Sq. Ft.
Storage-Non climate	\$ 2.75	Sq. Ft.
Shipping	\$ 13,902.68	Per Shipment
Thumb Drive	\$ 29.80	each
Tyvek	\$ 471.02	per roll

2. Maximum Order*: \$1,000,000 per SIN

*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order by b placed under the schedule contract in accordance with FAR 8.404.

3. Minimum order: \$100
4. Geographic Coverage: 50 states, DC, US territories
5. Point(s) of Production: N/A
6. Discount from List Prices: GSA Net Prices are shown on the attached GSA Pricelist. Negotiated discount has been applied and the IFF has been added.
7. Quantity Discount(s): N/A
8. Prompt Payment Terms: Net 30 Days
- 9a. Government Purchase Cards must be accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Cards are accepted at or below the micro-purchase threshold.
10. Foreign Items: None
- 11a. Time of Delivery: As specified on agency task order and mutually agreed.
- 11b. Expedited Delivery: As specified on agency task order and mutually agreed.
- 11c. Overnight and 2-Day Delivery: As specified on agency task order and mutually agreed.
- 11d. Urgent Requirements: As specified on agency task order and mutually agreed.
12. FOB Point: Destination
- 13a. Ordering Address: ELY, Inc., 4110 Forestville Road, Forestville, MD 20747, Phone: 301.669.9100, Fax: 301.669.9104
- 13b. Ordering Procedures: For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. Payment Address: Same as Contractor
15. Warranty Provision: Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
16. Export Packing Charges: N/A

- 17. Terms and Conditions of Government Purchase Card Acceptance: N/A
- 18. Terms and Conditions of Rental, Maintenance, and Repair (if applicable): N/A
- 19. Terms and Conditions of Installation (if applicable): N/A
- 20. Terms and Conditions of Repair Parts indicating Date of Parts Price Lists and any Discounts from list prices (if available): N/A
- 20a. Terms and Conditions for any other services (if applicable): N/A
- 21. List of Service Distribution Points (if applicable): N/A
- 22. List of Participating Dealers (if applicable): N/A
- 23. Preventive Maintenance (if applicable): N/A
- 24a. Special Attributes such as Environmental Attributes: N/A
- 24b. Section 508 Compliance for EIT: Available on Electronic and Information Technology (EIT) supplies and services, full details can be found www.section508.gov/
- 25: DUNS Number: 86283426
- 26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: CCR Registered

LABOR DESCRIPTIONS

PROJECT MANAGER

Years Experience: 10+

Degree: Master's

Responsibilities: Oversees all aspects of a museum project: coordination with administration and logistics; supervises art technicians; coordinates job schedules with clients; liaison on between art handlers and clients' staff; oversees projects to ensure that proper museum methodologies and materials are used, as well as proper museum guidelines for handling, crating, packing, and storing are followed.

ART TECHNICIAN

Years Experience: 5+

Degree: Bachelor's

Responsibilities: Installation of fine art paintings, fine art sculpture and historic artifacts; knowledge of archival/museum methods for packing, handling, crating and installation of artifacts; moving and displaying antique furniture and artifacts. Practice/experience in museum methods for all types of fine art and artifacts and the handling methods for each; knowledgeable in the use of hand tools, archival materials and proper installation techniques, as well as loading artifacts for transit, crated or soft packed, securing the load for safe transit, proper use of equipment used in moving or handling fine art and artifacts.

MOUNT MAKER (DESIGN AND FABRICATION)

Years Experience: 10+

Degree: Bachelor's

Responsibilities: Designing and building mounts from brass, acrylic, steel; building mannequin mounts; padding and painting of mounts; installation of artifacts onto mounts, as well as installation in display. Includes brazing, welding, heat welding, Acrylic bending, adhesives, archival methods for finishing mounts to protect the artwork. Practiced in the methods for constructing seismic mounts and their application for the artifacts; responsible for the safe handling of art work and artifacts during the mount measuring, fitting and painting process; using archival/museum methods in all aspects of the mount making process. Very knowledgeable in the use of hand/shop tools and the safety guidelines for use, as well as safety for chemicals used in the mount making process, and in protection and safe disposal.

CRATING (DESIGN AND FABRICATION)

Years Experience: 10+

Degree: Bachelor's

Responsibilities: Using Museum methods for art handling; designing crates for all types of museum artifacts; constructing crates, and fitting out crates with proper cushioning materials; knowledge of archival materials for interior crate, box building, and crate shell construction. Application of archival materials in regard to the type of medium being packed and shipped in a crate, and in regard to clients requests for special needs of artifacts. Use of museum methodologies and guidelines in the handling of artwork and artifacts; very knowledgeable in the use of hand/shop tools and the safety guide- lines for use, as well as the reuse of materials, recycling, and the proper disposal of hazardous materials.

PACKING (DESIGN AND LABOR)

Years Experience: 10+

Degree: Bachelor's

Responsibilities: Archival/museum methods and design for soft packing, slipcase building, interior crate finishing, trays, box building, padding, as well as museum methods for handling fine art, artifacts and antiques furniture. Knowledge in the use and application of archival materials as required for the artwork, as well as skillful use of hand tools for creating contour packing, trays, and cavity packing of objects, and the proper handling of all artifacts being packed according to museum methodologies and guidelines.

COLLECTIONS MANAGEMENT

Years Experience: 10+

Degree: Bachelor's

Responsibilities: Practice in methods of museums collections management, record keeping, condition reports, data base entry, photography, proper handling of artwork, storage guidelines and materials, transit needs/requirements; use of museum terminology as needed for collection management in several different media and as needed for condition reporting and record keeping. Supervising art technicians during handling, installation, packing and movement of art to ensure museum standards and methodologies, as well as tracking and location of artwork during moving, transit, storage and installation.

LOGISTICS AND PLANNING ADMINISTRATION

Years Experience: 10+

Degree: Bachelor's

Responsibilities: Responding to clients requests for quotes, RFP's, following changes of scope requests, as well as providing support to on site staff ordering materials, problem solving and attending meetings as needed; coordination of schedules, transit, staff, deadlines, administration for billing and fees; coordinates with transit companies, as well as the project manager; oversees quality control of projects, maintaining client relationships, communicating with the clients to ensure their requests have been met during a project. Knowledge of museum guidelines and methodologies as applies to specific projects.

DESIGN SERVICES

Years Experience: 15+

Degree: Bachelor's

Responsibilities: Museum methods and guidelines for design for artifacts layout and display, exhibition furniture-design and finish, gallery layout, graphics design, printed materials design; knowledgeable in archival materials for furniture, build and finish; for preservation of artwork while on exhibition; light levels, types of lighting suited for the display of art and artifacts, as well as preservation of the artifacts.

WAREHOUSE LABOR

Years Experience: 5+

Degree: High School Diploma

Responsibilities: Receiving artifacts, crates and materials; logging and record keeping for storage, loading and offloading of artifacts received/leaving storage; maintaining storage space, working with clients leasing storage space. Use of the proper equipment for moving packed and soft packed artifacts, as well as using museum methods and guidelines for handling, moving, off-loading, loading and storage of artifacts packed and unpacked.

ABOUT ELY, INC.

At ELY, we provide the very best professional and personalized museum services for our clients and their collections. ELY is a women-owned, small business offering Traveling Exhibition Services, Mountmaking, Crating, Collections Relocations, Museum Quality Storage, and Art and Artifact Handling. We focus on using, maintaining and developing the best practice standards in the industry. Our collaborative relationships with museum designers, registrars, conservators, and allied industry professionals drive the company's continuing commitment to research and innovation. Discover more of what we have to offer by visiting www.elyinc.com.



Traveling Exhibitions



Crating



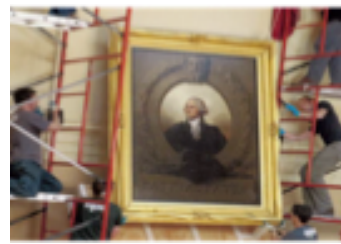
Mountmaking



Collections Relocation



Museum Quality
Storage



Art and Artifact
Handling

ADDITIONAL SERVICES

Oddy Testing
Historic House Barriers
Registration
Courier
Transit Coordination

Rigging Conservation
Crate Disposal
Small Scale Case
Construction
Lighting

Security System Design
and Install
Professional Training
Engineering

THE SERVICE CONTRACT ACT

The Service Contract Act (SCA) is applicable to this contract and as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29CRF 5413.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and/or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and applicable wage determination (WD) number. Failure to do so may result in cancellation of the contract.